

Logistical Checklist for Workshops

Material/Equipment Request Form

Course Information	
Course Name:	Training Dates:
Course Contact:	Telephone/Email:
Need Logistics Coordinator (LC)? YES <input type="checkbox"/> NO <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>	
Logistics Contact:	Telephone/Email:
Please check appropriate for training course: Hotel RTF School UCP Other	
Tables- (style, number, seating at each)	
Number of Break-out rooms needed:	
Will a contractor secure sites? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please list site contact info and provide a copy of contract to LC. If no, LC will fill in site info.	

Materials Needed						
Do you need:	YES	NO	How Many?	Do you need:	YES	NO
Participant Guides to be photocopied by FSAU? Mailed to _____ By what date? _____				Roster		
Tape				Certificates		
Posters				Name Tags		
Notebook				Tent Cards		
Tabs for Notebooks				Sign-in Sheets		
Direction Signs				Evaluations		
Easel for Signs						

Other:

Equipment Needed					
Do you need:	YES	NO	Do you need:	YES	NO
Lavalieres			VCR-TV/with Cart		
Hand-held Mike			Screen(s)		
Sound System/Mixer			Easel/Flip Chart/Markers		
LCD Projector/with Cart			CD Player		
Laptop			Podium		
Computers			Overhead Projector		
VHS Camcorder and Tapes			Powerstrip w/Outlets & Ext. Cords		
Is someone bringing an LCD Projector/Laptop with him or her? If No , request set-up from FSAU/Hotel/School					

Other: